



DRAFT JOB DESCRIPTION

JOB TITLE:	Receptionist/Administrator
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 37 hours per week
TIMES WORKED:	8am to 4pm Monday – Thursday, 8am to 3.30pm Friday
BASE:	Reception

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Senior Administrator (with PA responsibilities)

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a productive and friendly working atmosphere and to assist in the creation of a safer environment by adhering to DBS and Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

The holder of this post will work under the day to day direction of the Senior Administrator (with PA responsibilities). Qualities of excellent communication, flexibility and a willingness to provide quick and efficient services are required.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Provide a switchboard/reception service daily.
- Maintain an electronic staff and visitor sign in/out record ensuring that any DBS requirements and Fire Evacuation procedures are followed.
- Ensure that the reception area is kept smart, tidy and welcoming at all times.
- Update and maintain electronic booking forms for meeting rooms.
- Update and maintain telephone list.
- Assist in locating students and staff.
- Deal with enquiries from visitors, staff and students quickly and efficiently.
- Liaise and direct students, who support with reception duties, effectively.
- Use SIMS to print timetables, class lists, reports etc as required

- Assist with updating students' daily attendance, maintaining an efficient and up to date system.
- Monitor and produce punctuality and attendance data on a weekly basis.
- Monitor, log and oversee Holiday forms.
- Assist with pastoral systems.
- Provide WP/DTP/SIMS support.
- Assist in the development of computer-based administrative systems.
- Assist in maintaining an efficient filing system.
- Provide back-up support for administrative staff absence.
- Hold a First Aid certificate and provide cover for the medical room as necessary
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 7.00 am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons e.g. early lunch will be taken in line with the rest of the school.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Senior Administrator (with PA responsibilities).

Date Prepared:	16 th November 2021
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Prepared By: Miss M L Litton – Executive Headteacher

Date Reviewed:

Reviewed By: